

A separate temperature control is required, with comfort level to be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity should be at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on staff workstation.

illumination

Provide a minimum of 30 to 40 foot candles of ambient light supplemented by task lighting to at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security

This is a non-public area with access controlled with key and keypad.

Signage

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Printer, Laser (B&W)	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Telephone Handset	1	0	0
Waste Basket	1	4	4
Workstation, Reference Office System	1	85	85



Quiet Reading Area

Purpose and Function

The function of this area is to provide the quiet reading space requested by adults and seniors as a respite from the busyness of a youth-centered library. Comfortable lounge seats and table seating should be provided, in a "living room" environment.

Quantity

READER SEATS: 30

Relationships

The Quiet Reading Area should be remote from the busiest areas of the library, including all children's spaces and the Marketplace. It should be close to the Adult Non-Fiction and Adult Fiction Collections; patrons will bring materials from both collections to read or work with them in peace and quiet.

CLOSE:

Adult Non-Fiction
Adult Fiction

AWAY:

All Children's Spaces
Marketplace

Flexibility

Seating, shelving and computer workstations make up the adult area of the library. The proportion of each may shift. To that end, flexibility should be considered in the design.

Fenestration

Natural lighting is highly desirable in this area, especially if there is a view toward attractive landscaping. This is an area to relax; a view to the outside could enhance that experience.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The seating in this area must be accessible by means of a 36" minimum aisle.

At least one table in this area will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table shall be from 28" to 34" above the finished floor.

Acoustics

This is the most acoustically isolated space in the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks that are around it. Book stacks should be located as a buffer for this reader seating so that patrons can escape for quiet reading, study or undisturbed thought.



Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each table and carrel and near each group of lounge seats for future technology expansion.

This area will be visually supervised by staff at the Mobile Reference Station in the adult area. With the area acoustically isolated partially through the placement of shelving, a direct view of this area may not be possible. Staff moving throughout the collections and working with patrons, rather than stationed at a desk, will allow this supervision to occur naturally, without the need for security cameras.

Required signage includes a major area directional and identification sign that can be seen from along the main travel path through the library. This directional sign may be wall-mounted or ceiling hung depending upon the design of the area. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches. This sign will indicate that the area is for quiet reading, important to many of the adults in the community.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Carrel, Reader's Wood	4	40	160
Chair, Lounge	6	35	210
Chair, Reader's	24	0	0
Lamp, Table	3	0	0
Table, End	3	12	36
Table, Reader's	5	100	500



FUNCTIONAL ACTIVITIES

The primary function of Children's Services is to provide collections in all formats, seating, technology and programs for children up to 12 years of age and to provide resources for parents to use with children. The collections include materials in English and Spanish.

There are two distinct groups of children served. Each should have its own area with its own identity and scale of furniture. One is the toddler, preschool and kindergarten group, the other the older elementary aged children. Both areas should be inviting and family friendly, with a touch of whimsy in the interior design. This area must be exciting and interesting to young children. The nearby Story Time & Family Reading Area includes a large nook for storytelling or for parents and children to read together. This is important in a community where many will use the library as families.

The Children's Librarians provide guidance in the choice of books and AV materials, present story hours and programs, and prepare craft activities. Both a Mobile Reference Station and a small office are in this area for Children's Librarians to provide service. Classes, both from the two schools with which the library shares a campus and other local schools, will visit the library for information literacy instruction, storytelling and borrowing materials.

This library serves as the school library for two new small autonomous (NSA) elementary schools within the Oakland Unified School District (OUSD). Children's Services provides much of the space essential to this joint venture. Teachers will bring classes to the library regularly for instruction (by teachers and librarians). Some of the visits will be made when the library is closed to the public, under the supervision of District staff.

Children's Services also includes a Computer Lab to be used by teachers and librarians for computer instruction of children; furnishings are scaled to upper-elementary school. Classes will come regularly from the two local schools to use the 30 computers and the media post production equipment (provided by the District based on District Standards).

The area will also include a Children's Multi-Purpose Room to be used in a variety of ways, including for class viewing of media programs, homework assistance after school, classes, craft activities and family literacy programs, as well as general patron seating.

Children's Services space is not just a scaled down adult library, nor is it a playroom. It should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children from the two on-campus schools, for which this library is also the school library, will enter the library from their campus and be immediately in the spaces of Children's Services. Both the School Entrance and the general Public Entrance should be close enough to Children's Services that children and families can access it without having to move through the adult fiction and non-fiction collections.

There should be a sight line to Teen Services and Adult Services, since use of this library by families is expected to be extensive, and family members will want to keep track of each other. Teens also come with younger siblings they are supervising. There should be a sight line among



staff at the three Mobile Reference Stations and the Service Desk for security.

Many of those using the library as families will be Spanish-speaking. The Adult Spanish Language Area should be close to Children's Services so that adults can browse the language collection while keeping an eye on their children.

Children's Services will tend to be noisy, and should be away from the Quiet Reading Area most used by adults for reading and study.

ADJACENT:

Library Entrance (Student Entrance)

CLOSE:

Adult Services (Adult Spanish Language)

AWAY:

Adult Services (Quiet Reading)

LINE OF SIGHT:

Teen Services

Adult Services

Circulation Services (Service Desk)

DIVISION SPACE SUMMARY		Sq. Ft.
Children's Area		2,094
Children's Multi-Purpose Room		838
Children's Office		118
Computer Lab		1,155
Family Restroom		N/A
Parent Area		160
Preschool Area		394
Story Time & Family Reading Area		199
TOTAL:		4,958



Children's Area

Introduction

This area of Children's Services houses the print and audiovisual collections for older children (ages 7 - 12). The collections consist of fiction books, magazines, paperbacks, children's reference books, and non-fiction books as well as videos, DVDs, and media kits. There are both English and Spanish language materials.

Older children will sit at tables to read and study, and use the bank of eight computer workstations with a networked printer. A OPAC computer will be available in the collection area most remote from the bank of computers, for patron convenience.

Children may use the library independently or with the assistance of staff. The two Children's Librarians will provide service, working from a Mobile Reference Station.

This area is distinct from the Preschool Area and furniture is at a larger scale. It should have its own identity and décor and should have a sense of fun and adventure associated with it. Color is important.

Occupancy

CHILDREN'S READER SEATS: 24

CHILDREN'S TECHNOLOGY WORKSTATIONS: 8 plus one OPAC computer

Relationships

The Children's Area should be visible from the School Entrance and from the general Public Entrance. It should be relatively close to the Children's Multi-Purpose Room that is the first floor option for the PASS! homework assistance program. Students will use the children's collection for homework assignments.

The collections of the Children's Area should flow into the adult area so that both can be used by adults with limited education or English proficiency without embarrassment. The Spanish language segment of the collection should be as close as possible to the adult materials in Spanish that are located in the Marketplace.

The Children's Area should be close to the Family Restroom for the convenience of classes visiting the library and parents with their children using these collections. It should be adjacent to the Preschool Area so that children can use both collections easily.

The Children's Area should be adjacent to the Parent Area, where families can read together on comfortable furniture, and close to the Story Time & Family Reading Area where children and their parents can sit on plush benches to share a book.

ADJACENT:

Adult Non-Fiction

CLOSE:

Family Restroom
Children's Multi-Purpose Room
Adult Spanish Language

SIGHT LINE:

School Entrance
Public Entrance

Flexibility

This area may need to be expanded in the future as the collection grows.

Penetration

Natural light is desirable near the collection and seating but not near the computers due to potential glare. East and west facing windows are to be avoided. Any operable windows in public areas will require lockable screens.



Finishes

This space should be designed to appeal to older elementary children who are too old for the Preschool Area, but not quite ready for the Teen Area. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption;
Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height will all be at 66".

One of the computer workstations will be electrically adjustable for ADA access. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Separate temperature control is required. Ventilation must provide rapid dispersal of any heat produced by occupants. Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms. Any thermostats in this area should have lockable covers.

Lighting

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table



top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

Telecommunications

Provide one standard quad communications outlet (2 voice, 2 data) co-located with a quad electrical outlet at each technology workstation and at the print management counter for current and future technology needs. Provide the same at each of the 6 reader tables in the area as well.

Staff at the Mobile Reference Station will be equipped with a wireless telephone and portable notebook or electronic tablet so that they can access the library's electronic resources "on the move". Wireless capacity is needed in this area to support this new service model.

Audio/Visual

Two of the computers in the Children's Area will have the capacity to play DVDs and CDs, creating listening/viewing stations for use with headphones.

Security

This area will be supervised by Children's Librarians at the children's Mobile Reference Station and from the Children's Office. The book stack and seating areas should be arranged to optimize visual supervision throughout the space.

Signage

The Children's Services Division will have a large area sign. The Children's Area will not need signage, but will be identifiable by the size of the furniture and the height of the shelves (66" compared to 90" for most adult materials and 45" for preschool materials).

A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves	2	12	24
10 Children's Current Magazines			
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	2	12	24
188 Juvenile Audio Book Cassette			
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	2	12	24
24 New Books (Face Out)			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	11	20	220
3975 Juvenile Fiction			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	20	20
180 Media Kit (Audio Cassette W/ Book)			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	5	20	100
3000 Children's Spanish Language			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	27	20	540
8400 Juvenile Non-Fiction			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	2	20	40
300 Children's Reference			
CD-ROM Rotor Tower SF 66" Shelving Unit	1	12	12



Furniture, Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
227 Audio Compact Disc (CD)			
DVD Rotor Tower SF 66" Shelving Unit	1	12	12
210 DVD			
Paperback Rotor Tower SF 66" Shelving Unit	7	12	84
1875 Children's Paperbacks			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	1	20	20
210 Video Cassette			

Description of Furniture & Equipment Units

Chair, Juvenile	24	0	0
Chair, Technology Workstation	8	0	0
Computer, Public Desktop	9	0	0
End Panel Shelf For OPAC PC	1	20	20
Headphone, AV	4	0	0
Mobile Reference Station	1	50	50
Print Management Equipment	1	0	0
Print Manager Counter With Cabinets Below	1	30	30
Printer, Laser (B&W)	1	0	0
Stool	1	0	0
Table, Juvenile	6	85	510
Technology Carrel	6	45	270
Technology Carrel, Adjustable (Electrical) Height	2	45	90
Telephone Headset	1	0	0
Waste Basket	1	4	4



Children's Multi-Purpose Room

Introduction/Summary

This enclosed room will be used for many children's activities and programs. Chairs and tables are scaled for upper elementary students. It may be used for the library's PASS homework assistance program after school. That program may be held in the Classroom upstairs, freeing this room for additional after school activities requested by so many service providers and parents in the community. It can accommodate craft or writing programs and is equipped to be used as a media viewing space. It is truly a Multi-Purpose Room.

During the day it may be used for family literacy activities, when not occupied by visiting classes. It may also be used for general children's seating.

The room has a staff workstation to facilitate supervision when there are special activities in this room.

Occupancy

READER SEATS: 32
STAFF WORKSTATIONS: 1

Relationships

The Children's Multi-Purpose Room should be within the Children's Services Area but it has no particular adjacency requirements. Because it will be used for a number of school activities, it should be visible from the School Entrance. Because it will be an area of high activity and noise at its entrance, it should be away from the adult Quiet Reading Area.

CLOSE:

Children's Area

AWAY:

Quiet Reading Area

SIGHT LINE:

School Entrance

Flexibility

The size of this room will not need to expand, but its internal furnishings may over time, as the activities change to meet the after school needs of children.

Fenestration

Natural light is not required but would add to the warmth of the room, if the view to the outside is pleasing. This room should have interior windows, making it visible from the public space of the library and from the reference station. Roller blinds or shades will be necessary for when this room is used for audiovisual or data presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or Vinyl tile



The Children's Multi-Purpose Room will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

This will be a noisy area and must be buffered from the rest of Children's Services. Adequate sound isolation must be provided through the use of acoustic ceiling floor and wall treatment.

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops is preferred, but at least 30-40 foot candles must be maintained. Non-glare producing lighting is necessary since this area may be occasionally used for computer instruction using laptops.

Telecommunications

This room should have wireless capacity, to be used with laptops for computer training classes from time to time. In addition, provide a grid of electrical and data floor mounted jacks corresponding to the location of the tables and the staff workstation. Each should have two voice and two data jacks and a quad electrical outlet, at a minimum.

Audio Visual

This room may be used as a media viewing room by classes from the two NSAs and for library programs. The room should be equipped with a built-in motorized projection screen. One portable audiovisual/data projector will be shared among the various programming and meeting rooms. (The Community Room will have a ceiling mounted projector.) The screen should be positioned for comfortable viewing by children in the room.

Security

This room will be visually supervised by Children's Librarians at the Mobile Reference Station or from the Children's Office. It will be visible through a half-window wall from the public space.

Signage

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

This room identification sign may include a sign carrier for posting schedules.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's	32	0	0
Chair, Task	1	0	0
Counter (8') With Cabinets Above And Below For Supplies	1	55	55



Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Desk, Clerical	1	55	55
Projection Screen, Motorized Ceiling	1	0	0
Table, Reader's	8	90	720
Waste Basket	2	4	8
White Board	2	0	0



The function of the Children's Office is to provide a shared work space for Children's Librarians that allows them to be close to the Children's collections and reading room. The office will have windows that provide a view of the public space, so that staff can go to the Mobile Reference Station or to individuals in the area to offer assistance. When the Children's Area is not occupied, or when it is supervised by another staff member, the Children's Librarians can do some of their "back room" work that does not require a high degree of concentration. Patrons will be invited to knock on the office's glass door when the window coverings are open.

The combination of Mobile Reference Station and Office allows staff to select their service mode to meet the needs of patrons. They do not need to go to the second floor Staff Workroom when they are not "on the desk". Because there are two Children's Librarians, an alternate workstation will be provided for them to share on the second floor.

The Office will include a workstation with computer and telephone, built-in file cabinets, and shelving for professional work and work-in-process. It is not as large as a regular office and will provide no storage capacity except what is mounted above the working counter.

Occupancy

STAFF WORKSTATION: 1

Relationships

The Children's Office should be in the central part of the Children's Services Division to maximize visibility of the public spaces. It should be close to the preferred location for the Mobile Reference Station in the Children's Area.

CLOSE:

Children's Area

Sight Line:

All spaces in Children's Services

Flexibility

This is part of an experimental service model designed to improve the quality of public service. It should be designed for flexibility to respond to customer and staff needs after a period of experimentation.

Fenestration

Fenestration is important to the effective use of this room. Windows and a glass door provide some privacy when shades or roller blinds are drawn, but good visibility of the public spaces in Children's Services when open. Open window coverings will invite patrons to knock on the door, if staff happen to miss a patron with a service need.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes should be comfortable but durable.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Office will be accessible by means of a 36" minimum aisle. A 36" wide door



with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics
This office requires a relatively low level of acoustical isolation. Occasionally a private conference will be conducted with a patron that requires confidentiality, so the room should have full-height walls.

HVAC
A separate temperature control is required. Comfort level should be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings with relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on staff workstation.

Illumination
Provide a minimum of 30-40 foot candles of ambient light should be supplemented with task lighting that is part of the staff workstation. Standard non-glare office lighting is appropriate. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications
Provide two voice and two data jacks and a quad electrical outlet near the staff workstation, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security
Access to this space is controlled by key and keypad.

Signage
Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task	1	0	0
Chair, Visitor's	1	15	15
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Printer, Laser (B&W)	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Telephone Handset	1	0	0
Waste Basket	1	4	4
Workstation, Children's Office System	1	75	75



Computer Lab

The Computer Lab provides a space set up permanently for training and computer use by children. It is one of the library spaces that will be used by classes from the two NSAs, under the supervision of their teachers. Library staff will also provide training for children from the community and other schools. The room will have 30 workstations, including two ADA compliant, as well as two District Standard media post production stations for older students. A built-in motorized projection screen will facilitate classroom instruction using a portable audiovisual/data projector. ADA adaptive devices for the computers will be stored in the cabinet in this room.

When the Computer Lab is not being used for training it may be used by children as an extension of the public access computers in the Children's Area.

An instructor's desk will be provided.

Because of the scale of the furniture adult computer training will be done in the second floor Classroom or Community Room using laptops.

Occupancy

TECHNOLOGY WORKSTATIONS: 33

STAFF WORKSTATIONS: 1

Relationships

The Computer Lab will be one of the most heavily used areas of the library by the two schools with which the library shares a campus. A minimum of ten classes per week are expected to come to the Lab for computer training and practice, with students from kindergarten through 5th grade. This room should, therefore, be close to the School Entrance so that classes can use the Lab without disturbing other library users.

It should be close to the Children's Area so that it can be opened for general use when classes are not in session.

There will be some noise associated with the computer classes and the operation of equipment. This area should be removed from the adult Quiet Reading Area.

CLOSE:

Children's Area
School Entrance

AWAY:

Quiet Reading Area

Flexibility

This room is not likely to expand or change function, but it should be flexible in its technology infrastructure to accommodate new equipment or arrangements of computer workstations.

Penetration

Natural light is not desirable in this room because of the potential glare on computer screens. Interior windows will facilitate the supervision of this space when it is used by children independently after school. A half-window wall will allow the Children's Librarians at the Mobile Reference Station or in the Children's Office to visually supervise the room.

Finishes

All finishes in this area must be as indestructible as possible since there will be heavy public use. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:



Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; Vinyl with tackable acoustical panels for sound absorption; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

The Computer Lab/Training Room must be accessible by means of a 36" minimum aisle. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Two of the technology training workstations will be electrically adjustable stations that meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space.

Acoustics

This room will generate some noise because of the exchange between students and their instructor and the computer equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Separate temperature control should be provided for this room. Temperature should be controlled at 68 and 72 degrees when heating and cooling, with relative humidity of between 35 and 60%. The area requires an individual thermostat with a lockable cover for the comfort of the participants in training programs, that may range from 12 to 30 students. Ductwork should be baffled to reduce noise levels in the Training Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at the instructor's station. The lights at the front of the room should be dimmable so that the projection screen is visible. It is important that there is no glare on the computer screens.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the instructor's desk; provide two data and a duplex outlet at each computer training seat and the print management counters.

Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for technology carrels adjacent to the walls, or in recessed floor boxes for freestanding workstations. The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Audio - Visual

The computer training will be greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This will be accomplished through the use of portable equipment.

A Cable TV drop is desirable in this rooms.

Security

This room will be used in several ways. Teachers from the NSAs will bring classes for computer instruction and use. Teachers or District staff will supervise this activity. Librarians or PASS! staff will offer computer classes for other children; they will supervise the room at these times. When the Computer Lab is used by individuals after school, the room will be supervised by the Children's Librarians, from the Mobile Reference Station or



the Children's Office.

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
ADA Alternate Keyboard	1	0	0
ADA Alternate Mouse/ Trackball	1	0	0
ADA Screen Magnifier Attachment	1	0	0
ADA Touch Screen Monitor	1	0	0
CD Player/Recorder/Duplicator	1	0	0
Chair, Technology Workstation	36	0	0
Clock	1	0	0
Computer, Public Desktop	32	0	0
Computer, Staff Portable	1	0	0
Desk, Instructor's	1	50	50
DVD Player/ Recorder	1	0	0
Print Management Equipment	3	0	0
Print Manager Counter With Cabinets Below	3	30	90
Printer, Laser (B&W)	2	0	0
Printer, Laser (Color)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Recycling Bin	1	15	15
Technology Carrel	28	30	840
Technology Carrel, Adjustable (Electrical) Height	2	45	90
TV/VCR Player	1	0	0
White Board	1	0	0
Workstation, Computer Technician's Counter	2	35	70



Family Restroom

This space provides a unisex restrooms for use by children and their parents. It will be sized to meet the local building code and ADA requirements. The interior of the Family Restroom should be scaled appropriately, and be bright and colorful.

Relationships

The Family Restroom should be adjacent to the School Entrance and to the Preschool Story Time and Family Reading Area. It is exclusively for the use of children and their parents. It should be close to the Children's Area and away from the Teen Area and Adult Areas to avoid parental concern and discourage its use by adults.

ADJACENT:

School Entrance
Preschool Story Time Area

CLOSE:

Children's Area

AWAY:

Teen Spaces
Adult Spaces

Flexibility

This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows are required or desired..

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided.

Because this will be near the school entrance that may accommodate as many as 30 students at a time, the accessing corridor should be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will



support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

All reasonable acoustic dampening is appropriate for the rest rooms.

The temperature is to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour. There should be no possibility of restroom odors reaching public areas.

Provide bright lights to give the restroom the appearance of being clean and safe. Consider motion detectors or occupancy sensors for energy savings.

Access to this room will be controlled by teachers visiting with classes or by staff at the Circulation Desk. The restrooms will require a key to open.

Required signage includes a door-mounted geometric identification symbol to identify Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0



The function of this area is to house books that support parents in raising their children, particularly those related to their education and reading stimulation. The collection includes books in both Spanish and English. There is also comfortable lounge seating for both children and their parents, providing another opportunity for a family reading experience.

Occurrence

READER SEATS: 2
JUVENILE READER SEATS: 2

Relationship

The Parent Collection should be adjacent to the Preschool Area and its Spanish and English picture book collections. These are the books most likely to be shared between parent and child. This area should be close to the Preschool Story Time & Family Reading Area for a parent who may want to wait for a children listening to stories. Because there will be reading shared out loud, this seating should be away from the adult Quiet Reading Area.

ADJACENT: Preschool Story Time & Family Reading Area
CLOSE: Preschool Area
AWAY: Quiet Reading Area

Flexibility

This collection may expand; provision for that expansion should be considered.

Fenestration

Natural light is not required, but would add a warmth to this area.

Finishes

This should be a very comfortable place within the library, a kind of mini-living room. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean.

CEILING: Acoustical tile
WALLS: Vinyl or Fabric with tackable acoustical panels for sound absorption and display
FLOOR: Anti-static carpet

Access

This is an open area within Children's Services that will be accessible by means of a 36" minimum aisle. The entire collection will be shelved on two double-faced shelving units of 66" height.

Acoustics

Parents and children may read together in this area, seated on comfortable lounge chairs. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

This will be part of the general public space of Children's Services and will have no special HVAC controls or requirements.

Illumination



Provide 30 foot candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack.

Provide floor-flush recessed data and voice connections. Provide a minimum of two standard quad communications outlets (two voice and two data) and two quad electrical outlets for future technology expansion.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	20	40
263 Parent/Teacher Books			
Description of Furniture & Equipment Units			
Chair, Juvenile Lounge	2	25	50
Chair, Lounge	2	35	70



Function/Activity

The Preschool Area houses both the Spanish and English print collections for young children. The collections consist primarily of picture and easy reading books.

This collection will be used heavily by the classes of the two NSAs on campus, by the two Early Childhood Education (ECE) classes also on the campus, and by the lower grades of the local charter school, Growing Children. It will also be used by individuals and families, independent of the schools. Shelving will be low -45" with canopy tops. Slat wall end panels will provide additional display area to entice new readers

Young children will select reading materials with the assistance of their parents and library staff. Parents may sit with their children on the nearby storytelling benches or in lounge chairs near the parenting materials. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

This should be a delightful area, with a touch of whimsy in its décor.

Occupancy

CHILDREN'S READER SEATS: 8

Relationships

The Preschool Area should be adjacent to the Preschool Story Time & Family Reading Area, where story times are presented and which parents can use for reading with their children. It should be adjacent to the Parent Collection, with its lounge chairs for both children and their parents. It should be close to the School Entrance to facilitate supervision by teachers bringing classes. It should be adjacent to the Family Restroom to avoid "accidents". It should be adjacent to, but distinct from, the Children's Area.

The area will be supervised by Children's Librarians at the Mobile Reference Station or from the Children's Office.

With its high activity and the energy of small children, this should be away from the adult Quiet Reading Area.

ADJACENT:

Preschool Story Time & Family Reading Area
Parent Area
Children's Area
Family Restroom

CLOSE:

School Entrance
Children's Restrooms
Children's Work Retreat

AWAY:

Quiet Reading Area

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal.

Penetration

Natural light is highly desirable, avoiding east and west facing windows. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and whimsical, with design elements that appeal to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-



resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates. The canopies of the 45" shelving should be strong, colorful and with rounded edges to prevent injuries. Walls and columns require corner guards.

Provide hanging track for the display of posters or other flat artwork along walls.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Preschool Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide, although 42" is preferred. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Acoustics

This will be a very busy area of the library, used by classes of 20-30 at a time. It is likely to be noisy. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms. This area will be part of the first floor public area zone for HVAC.

Illumination

Shelving in this area will be low, 45". Provide 30 foot candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Security

This area will be supervised by the Children's Librarians from either the children's Mobile Reference Station or the Children's Office.

Signage

There should be a large sign identifying the Children's Library and a smaller sign for the preschool area. The location of the signage and whether it is wall-mounted or hanging will be dependent upon the design. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches.



A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	9	18	162
3000 Children's Picture Books			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	6	12	72
1560 Children's Spanish Language Picture Books			
42" Aisle DF 45"H Steel Shelving W/ 4 Shelves	8	20	160
1733 Children's Easy Readers			



Function & Activity

The Story Time & Family Reading Area is a nook with plush and comfortable benches. It has two primary functions. It will be used for preschool storytelling sessions conducted by teachers or librarians for classes from local schools and preschools. These story times are an important element in introducing young children to the joy of reading and preparing them for success in school. Spanish-speaking parents requested them to build their children's English language skills. They will be held regularly in the library.

The second function of the area is to provide comfortable seating for families to read together. The nook is not enclosed and so is available for children with or without their parents to use. The bench cushions will be segmented so that a number of parent-child pairs can read aloud at the same time without disturbing others in the library.

Occupancy

CHILDREN'S READER SEATS: 30

Relationships

The Story Time & Family Reading Area should be adjacent to the Preschool Area which houses the picture books most popular with younger children. Toddlers and preschool children can go right from a storytelling session to select books for browsing or home reading.

This area should also be close to the Children's Area, where the Children's Librarians have a Mobile Reference Station from which they visually supervise preschool and children's activities. As a very active and noisy part of the library, it should be removed from the adult Quiet Seating Area. It should be accessible without going through the adult fiction and non-fiction collections.

It should be close to the Children's Restrooms to avoid emergencies.

ADJACENT:

Preschool Area

CLOSE:

Children's Area
Family Restroom

AWAY:

Quiet Reading

Flexibility

There is no particular need for flexibility in this area. Preschool storytelling is always popular. If storytelling is for larger groups or older children, it will be scheduled in one of the other library spaces on the second floor, with flexible seating.

Penetration

Natural light is not required, but a view to the outside that includes landscaping would provide a window seat-like experience for families reading together.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. It should be a place children love to visit. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Carpeting of a contrasting color or design can be used to distinguish this from the rest of the children's area. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Walls above the benches could include colorful prints, designs or public works art projects. The benches should be deep enough for an adult to sit comfortably with a child, and plush enough to be comfortable. The cushions should be divided to provide a number of family seating areas.



Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display

FLOOR:

Anti-static carpet

Access

The Story Time & Family Reading Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Accessible seating locations, with an equal view and a companion location, must be available and the use of bench seating can not preclude universal access.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Services to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

The temperature in this area should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour.

Illumination

Light levels of at least 30 to 40 foot candles must be maintained. Fifty foot candles is preferable for family reading and for the visibility of picture books shared by the storyteller.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power near the entrance to the Preschool Storytelling Area for possible audiovisual/data presentations using portable equipment. Provide electrical outlets for vacuuming this high use area.

Audio-Visual

Provide a Cable TV outlet near the entry to this area.

Security

This area will be supervised by the Children's Librarians from either the Mobile Reference Station or the Children's Office.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Child's (3 Person)	10	14	140
Chair, Child's	4	0	0
Table, Children's Play	1	55	55
Waste Basket	1	4	4



FUNCTIONAL ACTIVITY

The primary function of Circulation Services is to handle the circulation of the library's book, audiovisual and periodical collections. It is in the circulation of materials that significant staff efficiencies have been introduced in this library.

This library will have both an exterior and interior book drops. The exterior returns will drop materials into the Staff Delivery & Sorting Room. At the Service Desk and near the School Entrance there will be book return slots. Patrons will self-sort their materials and drip them into return slots equipped with RFID readers that check in the materials and re-sensitize them. Staff will need only to pull reserves, identified through a computer print out, and re-shelve materials. Check outs will be primarily through self check machines to be located near both entrances.

Without this repetitive work, staff at the Circulation Desk will be available to assist patrons with more complex circulation issues, handle fines or orient newcomers to the library. During the first months after opening, library staff and volunteers will be available to guide patrons to this method of circulation.

The workflow in this Division needs special attention for efficiency and ergonomics. This is especially true in the design of the sorting space associated with the Circulation Desk, in which staff will sort materials onto book trucks for re-shelving.

Also in this area is the Copy Center with two photocopy machines for public use. Although a self-service area, the equipment will be supervised y staff at the Circulation Desk, who can also provide assistance if needed.

SPATIAL RELATIONSHIPS

Circulation Services should be centrally located where all library patrons pass through it when entering or exiting the library building from either of the entrances; it is the one public service point that will always be staffed and is the initial point of contact between staff and library users. Staff at the Service Desk should have visual contact with staff at as many of the three Mobile Reference Stations as possible.

Circulation Services will involve a fair amount of patron interaction and a moderately high noise level. It should be removed from the Adult Quiet Reading Area of Adult Services. It can be close to the high traffic Marketplace, which will also be bustling and fairly noisy.

ADJACENT:

Library Entrance

CLOSE:

Marketplace

AWAY:

Adult Services (Quiet Reading)



SPACE SUMMARY		Sq. Ft.
Copy Center		130
Delivery & Sorting Room		250
Service Desk		188
TOTAL:		568



General Activity

The Copy Center will provide a separate room or area where library patrons can copy their own or library materials. It is preferable to have a separate room so that green-building-recommended ventilation can be provided. Some sound buffering will be required, especially if this is an open area and not a room.

The Copy Center should include a work preparation counter for patron use to organize their work, a recycle bin, and a vending card dispenser for photocopies and computer printouts. There will be two copiers—one black and white, the other color. The preparation counter will have cabinets below for the storage of copier supplies. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relative Location

Though a self-service area, the Copy Center should be close to the Service Desk, where staff can provide assistance and monitor the use of the equipment. It should be close to the Public Entrance since it will be used by community members who do not have access to other copiers and who may not use the library for other purposes.

CLOSE:

Service Desk
Public Entrance

Flexibility

No change in function or size is anticipated in this space.

Fenestration

If the area is partially or fully enclosed, it should have a half glass wall that allows visibility from the public space of the library and from the Service Desk.

Finishes

Public traffic in this area will be very heavy and constant. The floor finishes must be stain repellent, dirt resistant, easy to clean and low maintenance.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or
Fabric wall covering with acoustical panels for sound absorption;
Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial
anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If a separate room, interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Acoustics

This is a noisy space because of its high use, conversations that take place around the equipment and the equipment itself. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. Provide acoustic panels in the walls to help absorb sound.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by

